

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	203
		Original Date	10/28/1987
		Revised Date	04/28/2016
	Department: Fiscal Property Purchasing Procedures		

Policy:

The purchasing function is to develop an equitable, legal, cost effective, professional procurement program for the Montana Mental Health Nursing Care Center.

Procedure:

1. Montana Procurement Law, Rules, and Policies (<http://gsd.mt.gov/procurement>) and Purchasing Authority Agreement will be followed. Copies of the Purchasing Authority Agreement are maintained by the Business Manager and the Purchasing Agent.
2. The hours of operation will be from 6:00 AM to 4:00 PM, Monday - Friday.
3. Type of Purchase:

Department of Administration controlled purchasing i.e. Requisition Time Schedule, Term Contract, Central Stores, and Printing will be followed by Montana Mental Health Nursing Care Center.
4. Requisition Time Schedule

Published once a year, by Central Purchasing, for the calendar year January through December. It is a listing of dates on which requisition for certain categories are due in the Purchasing Division. These categories have been identified as ones for which the State of Montana can secure significant savings by buying in quantity. These items are controlled and the Montana Mental Health Nursing Care Center must purchase the identified commodities through requisition time schedules.
5. Term Contract

Term Contracts are contracts established by the Purchasing Division for a predetermined price for high use commodities for a specific period of time. This type of contract offers the advantages of volume purchasing, yet doesn't force agencies to stockpile or warehouse goods. The Center must purchase commodity items issued on term contract through the supplier who received the contract.

6. E-Market

All office supplies are ordered through E-Market.

7. Printing

Printing and duplicating requirements are controlled requests and are to be submitted to Montana State Prison Print Shop or Department of Administration Publication and Graphics Division. For further information, contact the Purchasing Agent.

8. General Purchases

Informal Purchasing may be done for purchases under \$ 500.00. Telephone quotation or written bid will be done at the discretion of the Business Manager for purchases of \$501.00 to \$5000.00

- A. The individual desiring to order items that are not carried in stock will fill out an Internal Requisition Form (Attachment #1) and obtain the necessary signature before purchase is made. The completed form will be returned to Purchasing Agent for review.
- B. The Responsibility Center Supervisor may authorize an expenditure of up to \$150.00. The signature of the Business Manager is required for expenditures of \$150.00 and over for all Responsibility Centers.

Reviewed: _____

Superintendent: _____